



TOWN ADMINISTRATOR'S REPORT

**October 5,
2021**



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson and Human Resources (HR) Manager Stephanie Duggan continue negotiations with the AFSCME Clerical Union.
- In observance of Indigenous Peoples' Day, town offices will be closed Monday, October 11, 2021.
- TA Johnson sought proposals from reputable firms to support the administration and reporting requirements of the town's allotment of American Rescue Plan Act (ARPA) funds. A firm is expected to be selected shortly to collaborate with town departments and fulfill the requirements of the federal program.
- TA Johnson has begun seeking volunteers to serve on a working group to develop recommendations to the Select Board in consideration of the expiring lease agreement with Art Space Maynard for the use of 63 Summer Street.
- TA Johnson provided guidance to departments for their submission of Fiscal Year 2023 operating budget requests.
- Assistant Town Administrator Megan Zammuto is attending the International City/County Management Association (ICMA) 2021 Annual Conference in Portland, Oregon for the week beginning October 3, 2021. ATA Zammuto was awarded a grant to fund her registration and arrangements.
- Maynard Police Chief Mike Noble reports that his department completed its re-accreditation and will receive the award at ceremony to be scheduled in the future.
- TA Johnson and staff are working with volunteers Donna Dodson, John Cramer and Kara Walsh to develop recommendations to the Select Board for the re-use of the property at 1 Summer Street following the occupancy of the new fire station currently under construction on Sudbury Street. Considerations for the group in developing their recommendation include: public and abutters input; engineering advice for the intersection; and, review of other towns' re-use of fire station properties. This group met at the current fire station and toured the facility and property with Fire Chief Stowers on September 21, 2021.







PUBLIC WORKS:

- The Department of Public Works through our Water and Sewer Division will be conducting town wide hydrant main flushing of the water distribution system. This process will be conducted during the departments regular work schedule and in the evening hours. This process will be conducted over the next several weeks, or until weather permits. Impacts to our customers are typically low water pressure, and discolored water. We thank you for your patience in advance as we conduct regular maintenance of your utility.
- Crews responded to a recent motor vehicle accident involving a fire hydrant on Sarah Lane. The Department of Public Works Water and Sewer Division responded to a report of a motor vehicle accident involving a fire hydrant, which created a large water break. Crews were able to remedy the immediate situation in a timely manner, and will work diligently to have the fire hydrant restored.

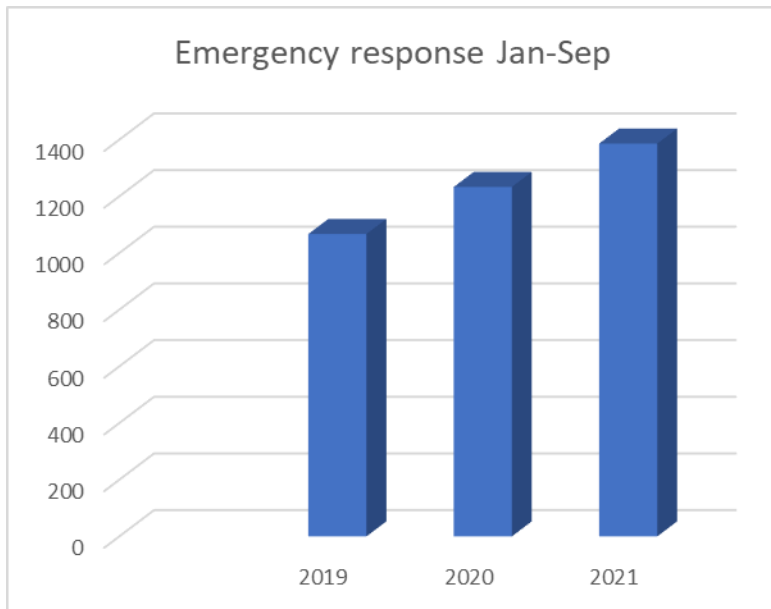


- The Department of Public Works, Water and Sewer department performing water main repair on Birch Terrace.



FIRE:

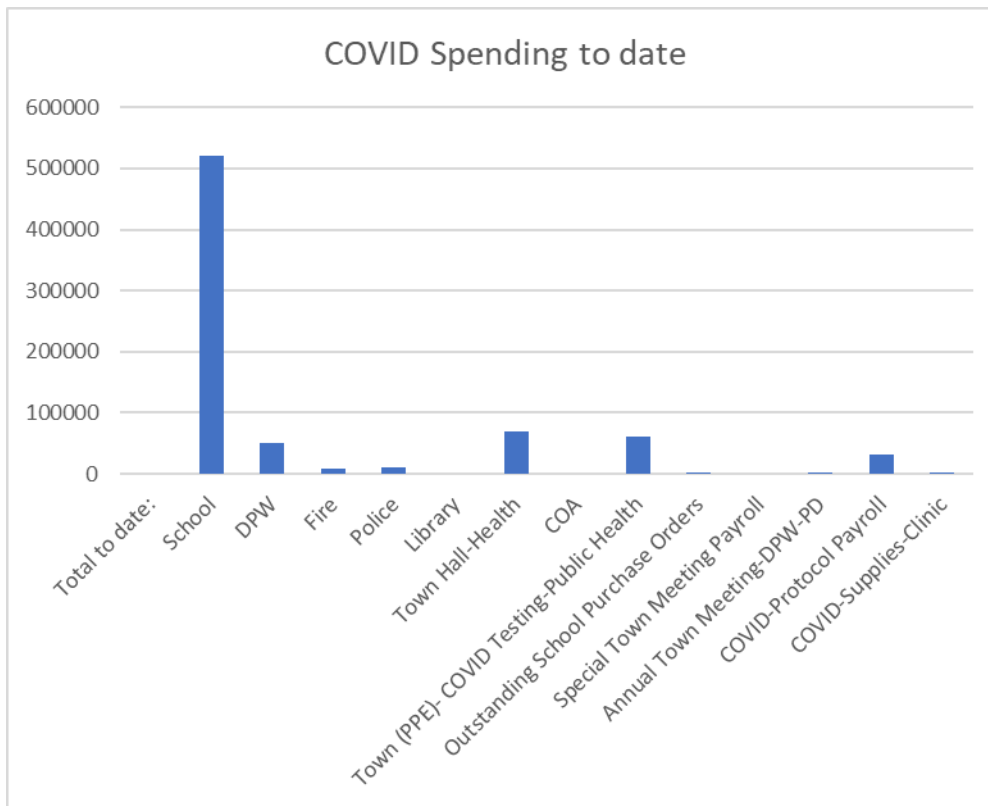
- We have had 287 emergency requests for service since August 16. We are continuing to see a rise in emergency call volume compared to the same point last year. In we saw a 28% increase in June of 2021 compared to June of last year and a 29% increase in July compared to 2020. From January – September 29 we have seen a 12.5% increase over the same period last year, and a 30% increase from 2019 during the same period. See the chart below:



- About 12% of our emergency responses are simultaneous requests for service, meaning we had more than one emergency at a time. Between January and September, we have provided mutual aid or automatic aid 71 times and received mutual aid or automatic aid 135 times. Please see the accompanying chart:



- Chief Stowers is overseeing the FEMA and CARES Act reimbursements for the community. Paperwork and submittals remain ongoing. As of September 16, we have spent \$774,433.08 on COVID 19 related purchases. These are isolation protection measures, including distance learning for the schools. Please see spending distribution to date:



- We have continued issuing permits and reviewed plans for fire prevention. We have had 77 documented fire prevention activities since August 16.
- We have had 123 maintenance-related activities since August 16.
- We have had 61 in-house training events or 101 hours since August 16. In September, we started up our EMS training again after taking the summer off. Monthly EMS Training will run through May.
- We still have an adequate supply of personal protective equipment (PPE) for the ongoing COVID-19 pandemic.
- We continue having weekly construction meetings for the new fire station. This will be a weekly meeting until the project is complete, hopefully in August of 2022!

COUNCIL ON AGING:

- The Council on Aging is open Monday through Friday from 9:00 a.m. to 3:00 p.m. The COA provides information and referral for supportive services including home care, health insurance counseling, fuel assistance, food resources, housing, legal issues, public assistance programs and transportation. The Council on Aging accepts and lends durable medical equipment. The Council on Aging collaborates with other Town of Maynard departments as well as community organizations in addressing seniors' needs and concerns.
- The Council on Aging van service is providing transportation Monday through Friday from 7:00 a.m. to 3:00 p.m. Destinations include medical appointments, grocery shopping and personal needs such as banking and hair salons.

- The COA is following specific policies to ensure the safety and welfare of participants, staff, and instructors. This includes reducing the number of seniors participating in an activity as well as setting rooms up differently for each program to create more space to allow for social distancing and to increase comfort levels.
- The Council on Aging Board met on September 22. The Board discussed the research on a space for the senior center that has been done and voted to recommend to the Select Board to consider moving forward with an RFP proposal for leasable and/or multi-use space for a senior center. The Board will be submitting a letter to the SB.
- The COA is continuing to offer its fitness classes via ZOOM. In addition, the COA made several ice cream truck (the COA van) deliveries on its neighborhood rounds last month, surprising seniors with sweet treats on very hot days!
- The Council on Aging produced a September promoting the COA's new activities, including an arts and craft class, nature series and the return of bingo. The newsletter also included Artspace and 6 Bridges Gallery exhibitions, Maynard Library programs, the Maynard Farmers Market and a special column on the anniversary of 9/11 written by Maynard Fire Department Captain Mike Parr.
- The COAs offers an iPad and Chromebooks lending program for those with limited financial resources to increase opportunities for Zoom classes, online activity, and the means to contact friends and family.
- Council on Aging Director Amy Loveless attended the weekly regional COA directors' meetings.
- Council on Aging Director Amy Loveless attended Minuteman Senior Services public hearing on area planning.
- Council on Aging Director Amy Loveless attended the Making the Connections meeting. ("Making the Connections" is grant based and is derived from the national Livable Communities commitment and a state priority Best Practice: "To develop policies and services to improve elder economic security and help people age in community, such as... transportation for non-drivers..."). This grant funds any mode of transportation and its impetus is to address unmet transportation needs. The Community Compact Cabinet Intermunicipal Agreement (IMA) includes these participating towns: Sudbury, Maynard, Stow, and Acton.